



Brixworth Parish Council

Minutes of the meeting held on Tuesday 29th July 2021 at 7:15pm

Brixworth Community Centre & Library, Spratton Road, Brixworth NN6 9DS

In Attendance:

Councillors: Councillor Sandra Moxon, Councillor Ian Barratt, Councillor Elaine Coe, Councillor James Collyer, Councillor Lynne Compton, Councillor Barbara Lunnon, Councillor Tony Nixon, and Councillor Christine Ware

Apologies: Councillor Jackie Bird, Councillor Neal Brown, Councillor Tom Mitchell, Councillor Kevin Parker and Councillor Frances Peacock

Councillor Jonathan Harris (WNC) had also offered his apologies.

Absent:

Also Present: Peter Rowbotham (Clerk)

**Members of
the Public:** 4

21/5507 Welcome

Councillor Moxon welcomed everyone to the meeting of the Parish Council. She advised attendees of the evacuation procedures and that the meeting was being recorded. Councillor Moxon had initially offered her apologies for the meeting but was now available. The proposed action from Minute 21/5499 was therefore not required.

21/5508 Apologies for Absence

Apologies for absence had been received from Councillor Bird, Councillor Brown, Councillor Mitchell Councillor Parker and Councillor Peacock. These were received by the meeting.

21/5509 Declarations of Interest

None declared.

21/5510 Minutes of Previous Meeting (29th June 2021)

The minutes of the meeting held on 29th June 2021 were agreed as a true and accurate record. This was proposed by Councillor Barratt and seconded by Councillor Nixon.

21/5511 Public Open Forum

An update was provided of the plans in place for the Queens Platinum Jubilee celebrations. Provisional bookings had been made for the entertainment. A meeting would be held in September to progress this event further.

The Cricket Club representative had asked for permission to speak regarding the item concerning the Cricket Club lease.

21/5512 Finance - Transactions including Payments for Approval – July 2021

The list of financial transactions and payments for July 2021 was approved by the Parish Council. All invoices for payment had been examined, verified, and certified by the Parish Clerk in accordance with the Financial Regulation 5.3. This was proposed by Councillor Coe and seconded by Councillor Ware.

			Net Amount	VAT	Total	Powers
			£	£	£	
Direct Debit Payments - Financial Reg 6.7						
01	Peninsula Business Systems	Support Services (30th June)	271.62	54.32	325.94	LGA 1972 s111
02	E. ON	Elec monthly - Ashway Changing Rooms (1st)	136.19	6.81	143.00	PHA 1875 s164
03	Lex Autolease	Lease Van (1st)	239.58	47.91	287.49	LGA 1972 s111
04	TalkTalk Business	Broadband (8th)	53.35	10.67	64.02	LGA 1972 s111
05	EE Limited	Mobile Phone (15th)	18.95	3.79	22.74	LGA 1972 s111
Retrospective Payments - Financial Reg 5.5. (Via BACS)						
06	Tollers	Legal Work - St David's Registration	636.00	121.20	757.20	LGA 1972 s111
Debit Card Payments (Online purchase) - Financial Regs 6.10 & 6.19						
07	NALC	Training Course - Levelling Up - Environment	32.44	6.49	38.93	LGA 1975 s175
08	Royal Mail	Postage	0.66	0.00	0.66	LGA 1972 s111
Payments Processed this month but agreed last month - Financial Regulation 5.2 (via BACS)						
	None		0.00	0.00	0.00	
Payments for approval - Financial Regulation 5.2 (via BACS)						
09	Staff	Net Salaries and Wages (5-week month)	3,836.38	0.00	3,836.38	LGA 1972 s111
10	HMRC	PAYE	1,235.27	0.00	1,235.27	LGA 1972 s112
11	LGSS	Pension Scheme	694.77	0.00	694.77	LGA 1972 s112
12	Peter Rowbotham	Employment Related Expenses	69.20	0.00	69.20	LG(FP)A 1963 s5
13	R&G	Grounds Maintenance Contract	734.00	146.80	880.80	PHA 1875 s165
14	AH Blason & Son	Fuel	178.00	35.60	213.60	LGA 1972 s111
15	Bakers Waste	Trade Waste at St David's	63.81	12.75	76.56	PHA 1875 s164
16	Tradepoint Screwfix	Groundman's Materials	37.61	7.52	45.13	LGA 1972 s111
17	Scribe	Annual Fee Accountancy System	468.00	93.60	561.60	LGA 1972 s111
18	EON	Footway Lighting - Electricity Supply	151.09	7.55	158.64	PCA 1957 s3
19	KF Troop	Plants - Winter 2020	350.00	0.00	350.00	LGA 1972 s144

20	KF Troop	Plants - Summer 2021	470.00	0.00	470.00	LGA 1972 s144
21	Plantscape	Additional Planters - Spratton Road	392.62	78.52	471.14	LGA 1972 s144
22	BHIB	Annual Insurance	1,375.37	0.00	1,375.37	LGA 1972 s111
Cheque Payments						
	Nil		0.00	0.00	0.00	
Total Expenditure this month to date			11,444.91	633.53	12,078.44	
Receipts						
23	Nat West	Interest (30th June)	2.01	0.00	2.01	LGA 1972 s111
Total Income this month			2.01	0.00	2.01	
Bank Transfer - Capital to Revenue						
	Realign Account with budget		0.00	0.00	0.00	LGA 1972 s111
Total transferred to revenue this month			0.00	0.00	0.00	
Bank Transfer - Revenue to Capital						
	Realign Account with budget		0.00	0.00	0.00	LGA 1972 s111
Total transferred to capital this month			0.00	0.00	0.00	

21/5513 Co-option of Parish Councillors

The Parish Council agreed to the co-option of Gary Spratt This was proposed by Councillor Lunnon and seconded by Councillor Coe. Unanimous.

21/5514 Dispensation – Community Centre Business

Dispensation requests had been received from Councillor Spratt to enable him to speak and vote at Parish Council meetings on Community Centre business. This was considered and agreed. This was proposed by Councillor Ware and seconded by Councillor Coe. Unanimous.

21/5515 Appointments

The following appointments were discussed and agreed –

- Media & Communications Committee – One vacancy remains
- Finance Working Group - Councillor Nixon.
- Personnel Working Group – Councillor Ware. One vacancy remains
- Legal (Assets) Working Group – Councillor Nixon.
- Strategic Planning Working Group – Councillor Ware.
- s106 Play Park & MUGA Working Group – Two vacancies remain
- Village Hall Representative – Councillor Nixon
- Environment & Highways – including Transport, Rights of Way, Verges and Trees – Councillor Ware

This was agreed by the Parish Council. Proposed by Councillor Lunnon and seconded by Councillor Nixon. Unanimous.

21/5516 Recreation - Brixworth Cricket Club Lease, St David's Recreation Ground

it was agreed to enter a 25-year lease with the Brixworth Cricket Club for the use of the wicket area at St David's Recreation Ground. This was proposed by Councillor Nixon and seconded by Councillor Bird. Unanimous.

21/5517 Annual Review of Documents

The Media & Communications Committee had reviewed a range of template documents and had recommended adoption by the Parish Council.

Freedom of Information Publication Scheme – Subject to an update relating to West Northants Council it was agreed to adopt this document.

Data Protection Policy – It was agreed to adopt this document.

Data Breach Policy - It was agreed to adopt this document.

Privacy Policy - Subject to a minor amendment it was agreed to adopt this document.

This was proposed by Councillor Coe and seconded by Councillor Lunnon. Unanimous.

21/5518 Litter Bins

Several of the litter bins required renewal and the introduction of a standardised litter bin for use on the Parish Councils own land was discussed. It was agreed to defer this matter. This was proposed by Councillor Moxon and seconded by Councillor Lunnon. Unanimous.

21/5519 Recreation – Ball Stop Fence, St David's Recreation Ground

The Grounds Maintenance contractor had been unable to source timber poles to carry out the repairs. In the circumstances he was now recommending the use of aluminium poles together with netting. The Parish Council agreed to the removal of the timber posts and the installation of 6 metre aluminium poles together with netting at a cost of £3,245. The Parish Council maintained its recreation grounds in accordance with the Public Health Act 1875 s164. This was proposed by Councillor Moxon and seconded by Councillor Coe.

21/5520 British Legion – Poppies on Lampposts

The Parish Council had previously discussed supporting the Centenary of the British Legion. (Minute 21/5342) The local organiser had since approached the Parish Council and requested a donation of £180 to extend the current 'Poppies on lamp posts' scheme. The Parish Council agreed to contribute £180 to the local British Legion for the supply of 'poppies for lamp posts' within Brixworth. The expenditure was in accordance with section 137(4)(a) of the Local Government Act 1972. This was proposed by Councillor Coe and seconded by Councillor Compton. Unanimous.

21/ 5521 Support for the Parish Clerk

This matter was deferred to the Personnel Working Group. This was proposed by Councillor Moxon and seconded by Councillor Compton. Unanimous.

21/5522 Finance – Rolling Budget

The rolling budget for June 2021 had been circulated for information. The report was received by the Parish Council. There were no issues or concerns.

21/5523 Finance – Bank Reconciliation Report

The Bank Reconciliation report as of 30th June 2021 was noted by the Council. The Revenue (Current) account indicated a balance of £98,309.77. The Capital (Reserve) account indicated a balance of £222,313.84.

21/5424 Finance – Statement of Reserves

Statement of Reserves was received by the Parish Council. There was £53,557.10 held within Restricted Funds and

£171,157.37 within Earmarked Reserves. General Reserves was indicated at £99,585.24 representing 60% of the precept. The s106 money agreed and held by Daventry District Council for the St David's projects was £171,250. The s106 funding for indoor sport identified for the Community Centre and held by the Daventry District Council was £72,634.

21/5425 Community Safety – Crime Data

The Parish Council noted the latest available crime data which had been released for May 2021. There had been 21 reported crimes compared to 42 in 2019 and 18 in 2018.

21/5426 Community Safety – Speed Indicator Device (SID)

The data from the Speed Indicator Device (Northampton Road/ Froxhill Crescent outbound) was noted by the Parish Council.

21/5427 Planning – Decisions for June 2021

The Parish Council noted the list of planning decisions issued by the Local Planning Authority during June 2021.

21/5428 Planning – Committee Minutes for 7th June 2021

The Parish Council received the minutes of the Planning Committee of 7th June 2021.

21/5429 Media & Communications Committee - Minutes for 14th April 2021

The Parish Council received the minutes of the Planning Committee of 14th April 2021.

21/5430 Community Centre (Indoor Sports) Working Group – Minutes 13th July 2021

The Parish Council received the minutes of the Community Centre (Indoor Sports) Working Group of 13th July 2021.

21/5431 Parish Clerks Report

The Parish Council received the report of the Parish Clerk.

21/5432 Correspondence

The recent correspondence was noted by the Parish Council.

Number	Subject	From
01	Police Priorities	Neighbourhood Alert
02	NALC Newsletter	NALC

21/5433 Dates of Future Meetings

Note - These meeting dates may be subject to change because of Government advice and the availability of COVID secure premises. Best efforts would be made to find premises that offer more space.

- Planning – 9th August 2021
- Media & Communications Committee – 11th August 2021
- Council – 26th August 2021

21/5534 Urgent Matters

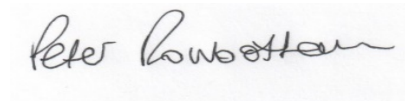
Highway issues affecting pedestrian safety– would be reported directly to the Highway Authority.

An update on the proposed Play Scheme was provided. It was not viable to do this activity in 2021.

The meeting finished at 8:28pm

Signed as a true and accurate record.

**Councillor Sandra Moxon
Chairman
Brixworth Parish Council
26th August 2021**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
13th August 2021
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